



Hugh E. Weathers
Commissioner

State of South Carolina Department of Agriculture

Consumer Protection Division 123 Ballard Court, West Columbia, SC 29172

Laboratory Services
803.737.9700

Consumer Services
803.737.9690

Food and Feed Safety &
Compliance
803.734.7321

Metrology Services
803.253-4052

803.737.9703 (FX)
www.agriculture.sc.gov

How to Request Export Certificates (Certificates of Free Sales, GMP Certificates)

- Mail request to South Carolina Department of Agriculture, Attention: Export Certificate Request, 123 Ballard Court, West Columbia, SC 29172
- Request must state specific wording for the certificate and a list of all products that must be listed.
- A prepaid, self-addressed envelope for the return of the certificate(s) must be included in the request.
- Full payment for the certificate(s) must be included with the request. The SCDA will not invoice or bill the requesting firm.
- Please allow a minimum of 4 business days for processing.
- Firms not under the South Carolina Department of Agriculture's jurisdiction may be subject to provide additional paperwork with their request.

Certificate Fees

- **First Original Certificate per Request: \$10.00**
- **Each Original Copy per Request/ Attachments requiring notarization: \$3.00**
- **Attachments on letterhead: Minimum of \$1.00 per page**
- **Special Certificate (non-standard) or Expedited Service Request: Minimum of \$25.00**

Example: Request 4 Original copies of a Certificate of Free Sale.

First Original Copy:	\$10.00
Three Additional Original Copies:	\$ 9.00
Four attachments notarized:	\$12.00
Two day service	<u>\$25.00</u>
Total Cost for Request:	\$56.00

If you need further assistance, please feel free to contact
South Carolina Department of Agriculture
803-737-9700.



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CERTIFICATE OF FREE SALE

To Whom It May Concern:

This is to certify that COMPANY NAME operates a food manufacturing facility located at ADDRESS, South Carolina, U.S.A., in which the following product is produced:

Products Name

001 Product LMN

This product is freely sold in the State of South Carolina and to the best of my knowledge other states of the United States of America.

In processing this product and distributing it in the United States of America, COMPANY NAME is subject to the statutes and regulations of the South Carolina Food and Cosmetic Act and the United States Food, Drug and Cosmetic Act and is routinely inspected by the Consumer Services Division of the South Carolina Department of Agriculture. As of the current date, no violations of the above mentioned statutes or regulations requiring legal action have been found.

This certificate is issued upon request of COMPANY NAME for the submission to the authorities of Country.

This Certificate covers only current existing conditions and should not be interpreted as a guarantee, explicit or implied, for all products of the said Company at all times in the future; neither should it be used for advertising purposes.

STATE OF SOUTH CAROLINA

Subscribed and sworn to before me
This XX day of _____, 201X

SCDA Employee
Title
South Carolina Department of Agriculture
Department

Name
South Carolina Notary Public
My Commission expires:

This CERTIFICATE is issued for the official use of the authorities of countries outside the United States of America and cannot be used for advertising or endorsement of products.



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DATE

CERTIFICATE OF FREE SALE

The undersigned member of the Department of Agriculture of the State of South Carolina, United States of America certifies that _____, a South Carolina corporation with its principal place of business at _____, South Carolina has filed with the Department of Agriculture a sworn certificate stating that:

1. _____ maintains offices and laboratories located at _____, South Carolina, United States of America and manufactures _____ products.
2. Products manufactured by _____ are required to comply with all federal, state, and local laws and regulations.
3. _____ manufactures the products _____ in accordance with all applicable Good Manufacturing Practices.
4. To the best of my knowledge and belief, _____, products are sold freely in interstate commerce throughout the United States.
5. The product listed in this certificate is fit for human consumption.

STATE OF SOUTH CAROLINA

Subscribed and sworn to before me
This XX day of _____, 201X

SCDA Employee
Title
South Carolina Department of Agriculture
Department

Name
South Carolina Notary Public
My Commission expires:

This CERTIFICATE is issued for the official use of the authorities of countries outside the United States of America and cannot be used for advertising or endorsement of products.